COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 10-2, *Readiness.* It establishes requirements and procedures for planning, conducting, and assessing readiness exercises for AETC installations. It applies to all AETC wings. This instruction does not apply to Air Force Reserve Command or Air National Guard units.

All units must maintain a readiness posture. For AETC tenant units, compliance may be limited to participation in the host unit's exercise program as much as possible. However, these units must conduct exercises that test unit readiness to deploy and the ability to survive and operate (ATSO) according to the minimum exercise requirements in paragraph **26.** This instruction provides guidance on selection of exercise evaluation team (EET) members, scope of exercises, briefings and reports required, and EET management requirements.

Attachment 1 contains a glossary of references and supporting information. Submit supplements to this instruction to the HQ AETC, Directorate of Operations, Readiness Division (HQ AETC/DOX), 1 F St, Suite 2, Randolph AFB TX 78150-4325, for review prior to publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.*

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It clarifies applicability of the program for AETC units on non-AETC bases; updates guidance on appointment and training of EET members (paragraph **6.2.**), exercise reporting and application for real-world exercise credit (paragraph **26.4.**), the lessons learned program (paragraph **24.**), and frequency of exercises (**Table 1.**); and emphasizes the inclusion of principles that enhance ATSO in base exercises (paragraph **36.4.**).

Section A—The Program

1. General Requirements:

1.1. The AETC Exercise Program exists to enhance readiness and improve contingency and crisis response by AETC wings. It outlines procedures for organizing military exercises and distributing the results throughout AETC. Unless otherwise specified by a higher directive, the wing commander may designate personnel to accomplish the wing commander taskings in this instruction. Participation of AETC units in Joint and Service exercises is addressed in AFI 10-204, *Readiness Exercises and After-Action Reporting Program.*

1.2. This instruction, referenced Air Force and AETC publications, and corresponding wing publications are the basis for all readiness exercises. This instruction does not relieve units (host or tenant) from the obligation to comply with exercise requirements established by other directives.

2. Objectives. The goal of the AETC Exercise Program is to maximize the benefits gained through exercises, specifically by enhancing readiness, boosting combat capability, streamlining procedures, and improving system support.

3. Procedures:

3.1. Each wing commander uses the exercise evaluation team (EET) to assess his or her wing's ability to perform its war and peacetime contingency missions. Each wing will plan, conduct, and assess exercises as required by this instruction and other applicable directives.

3.2. EET exercises are often training oriented. However, they must measure, record, and analyze performance to identify problems and the causes requiring corrective actions.

3.3. Each functional area participating in EET exercises must provide assistance to the EET chief as required (for example, EET membership, exercise scenario development, evaluator training, report preparation).

3.4. The quality and training of personnel assigned to the EET and the priority given to a realistic, demanding exercise program are direct reflections of the wing's support for the readiness program. When appropriate, send exercise lessons learned to the Air Force Center for Knowledge Shared and Lessons Learned (AFCKSLL) at the Web site **https://afknowledge.langley.af.mil/afcks/** under the Upload Feature.

Section B—The Exercise Evaluation Team (EET)

4. Scope:

4.1. The EET is a key element in the AETC Exercise Program and is responsible for planning, conducting, and assessing all exercises required in this instruction or involving more than one base unit. The EET provides commanders, staffs, and functional managers independent information on their overall capabilities to respond to a crisis or contingency.

4.2. A wing EET chief will be appointed in accordance with guidelines in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations,* which requires the appointment of an officer in the grade of O-5 under the direction of the wing CVI. In the event the wing does not have a CVI, the installation commander will appoint an officer in grade of O-5 and, for oversight of the program,

follow the guidance in AFI 90-201, *Inspector General Activities.* The installation commander will determine whether the wing exercise program will fall under CV, XP, or IG.

4.3. The number of evaluators and functional areas involved will be assigned based on the type of exercise being conducted. Full spectrum threat response (FSTR) exercises will use evaluators from FSTR Plan 10-2 functional support areas. (AFI 10-2501, Attachment 3, contains guidelines for this plan.)

5. EET Membership. The EET includes personnel in the following positions:

5.1. **Wing EET Chief.** The wing EET chief will:

5.1.1. Be responsible for planning and executing the base-level exercise program. His or her duties include training EET members; developing, scheduling, conducting, and assessing local exercises; ensuring proper coordination is performed between all participating organizations (to include local civilian agencies); and administering the exercise reporting process.

5.1.2. Notify HQ AETC/DOX of any EET chief change within 5 workdays of the appointment and provide his or her full name, grade, security clearance, organization, DSN number (voice and fax), e-mail address, and date assigned. A replacement EET chief should be identified in sufficient time to ensure a smooth transition. The desired overlap between EET chiefs is 30 days to allow for orderly completion of formal and local training requirements.

5.2. **Deputy Chief.** Deputy EET chiefs will be appointed where operations and staffing allow. They may specialize in one or more types of exercise (major accident response exercises [MARE], deployments, etc.) or in other areas (exercise planning, after-action reporting, etc.).

5.3. **Members:**

5.3.1. The EET chief will determine the number of evaluators required and the functional areas required to provide them (including contractor members when first-responder contracts are in place).

5.3.2. Highly qualified military or civilian personnel should be assigned to the EET from each functional area assessed. EET members should have broad expertise in their functional specialties and be appointed in writing by their squadron commander or division chief to serve at least 1 year following completion of initial training. *NOTE:* The installation deployment officer or civil engineering readiness flight chief should *not* be appointed to the EET.

5.4. **Trusted Agents.** These are subject matter experts who provide input to exercise scenarios, create implementers, and assist exercise planners in exercise development. Trusted agents may also be used as controllers. Trusted agents will not evaluate exercises, but may be used to initiate exercise events. Trusted agents should be given a documented briefing that emphasizes the importance of <u>not</u> divulging information regarding MAJCOM and wing exercises.

6. Training:

6.1. **EET Chief:**

6.1.1. The EET chief will identify EET training requirements in addition to those mentioned in paragraph **6.2.**, ensure EET members are trained, and document the training.

6.1.2. On a space-available basis, the EET chief (and deputy chief, if appointed) should attend the onscene commanders course as soon as possible after being appointed. In addition, they may attend the Senior Officer Nuclear Accident Course (SONAC). The HQ AETC Civil Engineer Readiness Branch (HQ AETC/CEOX) controls the training quotas for these courses. (See **https://etca.randolph.af.mil** for course descriptions and prerequisites.)

6.1.3. EET chiefs should attend the US Air Force Inspection School. (HQ AETC/IG controls quotas for this training.) The wing will provide funding for these courses.

6.2. **EET Members:**

6.2.1. EET members will complete initial training within 60 calendar days of their assignment. The EET chief, in collaboration with the wing CE readiness flight, will conduct initial and refresher training on EET-specific subjects (local policies, exercise planning, execution, evaluation, etc.) as required.

6.2.2. Additional training requirements depend on the exercises each member will be assessing and his or her functional expertise.

6.2.3. Before EET members assess readiness exercises, wing functional experts will train them as follows:

6.2.3.1. EET members assigned to assess disaster preparedness exercises will receive training according to AFI 10-2501 and AFMAN 32-4004, *Emergency Response Operations.*

6.2.3.2. Deployment evaluators should receive appropriate training according to AFI 10-403, *Deployment Planning and Execution.*

6.2.4. The base OPR for antihijacking (normally the operations group commander or equivalent) will establish a training program to qualify EET members to assess antihijacking exercises in accordance with AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO),* and its AETC Sup 1.

6.2.5. EET members designated to draw smoke-generating devices or ground-burst simulators must be trained and qualified on the use of protective equipment according to AFMAN 91-201, *Explosives Safety Standards.*

6.3. **Trusted Agents.** By the nature of their definition as subject matter experts, trusted agents require no training.

7. General EET Chief Responsibilities. The EET chief is responsible for overall management of the local exercise evaluation program. While performing these duties, he or she is directly responsible to the wing commander. (Specific responsibilities are mentioned throughout this instruction.) The EET chief will:

7.1. Supplement this instruction. As a minimum, the supplement will include a listing of locally authorized simulations and exercise ground rules unique to the particular base, a listing of facilities exempt from total evacuation during exercises, and local EET training requirements.

7.2. Maintain the exercise material used to conduct each exercise (master scenario event lists [MSEL], scenarios, etc.) as required for planning and reference. Maintain EET files and records according to AFI 37-138, *Records Disposition—Procedures and Responsibilities,* and AFMAN 37-139.

7.3. At least annually, review exercise trends and brief significant findings at wing staff meetings or other forums where the wing senior staff is in attendance.

7.4. Manage the EET publications account. As a minimum, maintain (or have ready access to) the following publications and all applicable supplements: (***NOTE:*** Publications may be maintained in electronic form.)

> 7.4.1. This instruction (including the wing supplement).

> 7.4.2. AETCI 10-202, *Contingency Operations and Preparation.*

> 7.4.3. AFI 10-204, *Readiness Exercises and After-Action Reporting Program.*

> 7.4.4. AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation.*

> 7.4.5. AETCI 10-401, *AETC War Planning Pre-Positioning Continuity of Operations Document.*

> 7.4.6. AFI 10-403, *Deployment Planning,* and its AETC Sup 1.

> 7.4.7. AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations.*

> 7.4.8. AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions,* and its AETC Sup 1.

> 7.4.9. AFCAT 21-209, *Ground Munitions*.

> 7.4.10. AFMAN 32-4004, *Emergency Response Operations.*

> 7.4.11. AFI 41-106, *Medical Readiness Planning and Training,* and its AETC Sup 1.

> 7.4.12. AFI 90-201, *Inspector General Activities,* and its AETC Sup 1.

> 7.4.13. AFMAN 91-201, *Explosives Safety Standards,* and its AETC Sup 1.

> 7.4.14. Installation deployment plan.

> 7.4.15. Installation security plan.

> 7.4.16. Installation or base contingency response plan in accordance with AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations.*

> 7.4.17. Installation antihijacking plan along with AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO),* and its AETC Sup 1.

> 7.4.18. AETC War and Mobilization Plan (Volumes III, *Mobility/Deployment,* and Volume IV, *General War*).

> 7.4.19. Wing war and mobilization plan (WMP).

7.5. Manage the EET munitions account as follows:

> 7.5.1. Forecast annually for munitions according to Chapter 13 of AFI 21-201. ***NOTE:*** AFCAT 21-209, Volume 1, *Ground Munitions,* outlines munitions available for EET usage.

> 7.5.2. Within 15 workdays after the end of each fiscal quarter, report EET munitions expenditure to HQ AETC/DOX for each type of munition allocated. Maintain expenditure data for at least the current and two previous fiscal years.

7.6. Develop a list of facilities exempt from total evacuation during exercises. Include this list in the local supplement to this instruction. Also consider including facilities directly associated with flying training operations, C4 systems facilities, law enforcement and fire protection facilities, schools and childcare facilities, medical and dental facilities, and recreation, exchange, and commissary facilities, etc. Individuals participating in specific activities (military court proceedings, chapel services, promotion testing, etc.) may also be exempt from exercise participation.

8. Recognition Program. Members of the EET are eligible to compete for the AETC Readiness Award. AETCI 36-2803, *Operations Recognition Program,* outlines guidelines for this award.

Section C—Planning the Exercise

9. Designing and Developing the Exercise:

9.1. Planning encompasses all aspects of designing and developing exercises. Selected EET members will work together to develop exercises for the wing readiness exercise program. Individual members will contribute their functional expertise.

9.2. The EET chief will:

9.2.1. Check with the medical unit to ensure an exercise requiring medical involvement does not conflict with scheduled field medical unit readiness training (with the exception of the 59 MDW) or a health services inspection.

9.2.2. Check the flying and maintenance schedules of host and associate units to prevent conflicts.

9.2.3. Designate trusted agents to help develop exercises. Trusted agents will become part of the EET and normally contribute specific expertise to develop key aspects of an exercise.

9.2.4. Ensure safety personnel are included in exercise planning.

10. Scope of Exercises. The EET chief and members will ensure:

10.1. Exercises are sufficiently challenging to ensure adequate evaluation of overall wing capabilities and emphasize local plans and procedures. Include specific local exercise restrictions and simulation procedures in wing exercise ground rules.

10.2. The use of exercise guidelines and criteria in AFI 90-201 and its AETC Sup 1; AFI 10-403 and its AETC Sup 1; AETCI 10-202, *Contingency Operations and Preparation;* this instruction; local instructions; and other applicable directives for the planning and execution of EET exercises.

10.3. Exercises do not bring unfavorable publicity to the Air Force. (The wing commander will determine the extent of interruption to training.)

11. Security. Security is an integral part of exercise planning. Hold all aspects of EET exercises in strict confidence. Exercise compromise may cause "false starts" and prevent true evaluation of wing response capabilities. Terminate an exercise if a significant compromise occurs.

12. Objectives. The EET chief will:

12.1. Work with senior wing leadership to establish exercise objectives. Each exercise will be designed with specific objectives to identify or correct problem areas and increase the proficiency of wing agencies.

12.2. Develop objectives by reviewing MAJCOM special interest items, requirements in instructions and plans, past exercise reports, reports of corrective action, and operational readiness inspection (ORI) reports. Objectives influence the development of exercise inputs, thereby determining the scope of the exercise.

13. Master Scenario Events List (MSEL):

13.1. The MSEL is a compilation of scripted events depicting activities that will be injected during the exercise by the EET for exercise participant action. The EET develops the MSEL and participating agencies suggest events for inclusion.

13.2. In higher headquarters-directed exercises, the MSEL has a specific format. In an EET-developed exercise, the MSEL is an informal key events list developed in the course of planning the exercise. The EET will prepare the MSEL, using the current Chairman, Joint Chiefs of Staff, MSEL program software and users manual or a locally developed alternative.

13.3. The EET will create at least one MSEL event for each objective, determine how to introduce the event into play and determine who would most logically cause or report the event. The EET designated representative will become the injector. MSEL events will be listed by the date-time group of injection.

14. Implementers:

14.1. Implementers are written, detailed exercise inputs made at a planned time to a specific function or individual to support a specific MSEL item. Implementers will be prepared to trigger MSEL events.

14.2. In an exercise with an aircraft crash scenario, implementers might simulate radio communications with base air traffic control (ATC) agencies and describe the simulated crash to the control tower crew. For example, "You see AMC 12345, a C-141, dive into the ground 1 mile from the approach end of RWY 32 and burst into flames. Take appropriate action."

14.3. Implementers might also portray the situation at the simulated accident site (smoke munitions, weapons shapes, moulaged casualties, mannequins, aircraft parts, etc.). Implementers should contribute realism to an exercise, and they are the key devices for exercise control.

15. Munitions. All training smoke-generating devices or ground-burst simulators planned for use during an exercise will be listed in the exercise scenario. If explosives are used in an exercise, the EET chief will prepare an inventory of devices to be used, along with a risk assessment, and coordinate with wing safety prior to use. The wing commander must approve the use of training munitions in accordance with AFMAN 91-201.

16. Coordination:

16.1. During exercise planning, medical EET representatives will:

16.1.1. Coordinate exercise objectives with the medical readiness office to ensure exercise scenarios include events allowing completion of the requirements of AFI 41-106, *Medical Readiness Planning and Training,* when possible.

16.1.2. Coordinate the exercise scenario and timing with the medical treatment facility (MTF) commander to minimize disruption of health services delivery.

16.2. The EET chief will:

16.2.1. Coordinate with the base contracting office before conducting any exercise that will delay or disrupt the work of contract employees. Consider potential contractor assertions of government-generated schedule delays or additional costs.

16.2.2. For exercises involving (or potentially involving) fire protection agencies, coordinate the time of the exercise, but not the exercise details, with the fire chief at least 30 minutes before the exercise.

16.2.3. Brief the airfield operations flight commander (AOF/CC) at least 48 hours in advance of an exercise that involves an ATC facility or airport movement area. The AOF/CC must approve, in advance, exercises that include removing controllers to alternate facilities or shelter areas.

16.2.4. Coordinate off-base exercises with local civil authorities (local governing authorities, fire department, police, sheriff, etc.). HQ AETC/DOX must approve off-base exercises prior to their implementation. To allow headquarters staffing, units will request approval in writing (e-mail or fax) no later than 20 workdays prior to desired exercise date. The EET chief will sign the request, which will include:

16.2.4.1. Summary and proposed date of the exercise scenario.

16.2.4.2. Distance off base and location. Specify the property owner (an individual or federal, state, county, or city government) and include the environmental impact of the exercise.

16.2.4.3. Approximate number of personnel departing base.

16.2.4.4. Number and types of firefighting vehicles. (Do not use firefighting vehicles and personnel required for first-alarm emergency response in off-base exercises.)

16.2.4.5. Number of ambulances.

16.2.4.6. Local community involvement.

16.2.4.7. Agreements.

16.2.4.8. Personnel contacted.

16.2.4.9. Description of involvement.

16.2.4.10. Statement indicating concurrence and coordination with the wing staff judge advocate.

17. Approval. The EET chief will obtain the wing commander's approval before establishing or conducting an exercise. The commander will determine appropriate levels of participation for personnel directly involved in training operations to ensure exercises are as effective as possible without unacceptably impacting the primary training mission.

18. Pre-Exercise Briefing. The EET chief will conduct a pre-exercise briefing for EET members. EET members will take precautions to avoid disclosure of the briefing information to parties not having a need to know. As a minimum, briefing topics will include:

18.1. Exercise scenario.

18.2. Date, time, and location of the exercise.

18.3. Timing of events.

18.4. Agencies to be assessed.

18.5. Situation cards and props for use in the exercise.

18.6. Safety considerations.

18.7. Time and location of the exercise debriefing.

18.8. Communications for the exercise.

Section D—Executing the Exercise

19. Scenario. The exercise scenario will be executed on the date and time planned or as modified by the EET chief. Execution will begin at the start of the exercise (STARTEX). The scenario will continue until terminated by the EET chief at the end of the exercise (ENDEX). Ideally, the scenario should proceed to a logical concluding point. However, the EET chief or wing commander may terminate the exercise sooner because of safety considerations or conflicting real-world emergencies or if he or she determines all exercise objectives were met.

20. Control. EET members will monitor MSEL status during exercises and direct the pace of the exercise by injecting implementers (messages, memorandums, etc.). Participants may take actions negating a planned event or requiring an "ad hoc" event to keep the exercise on track. The EET chief will coordinate among all controllers to adjust MSEL activity to meet exercise objectives. EET members will ensure the exercise does not expand beyond its planned scope.

21. Data Collection. EET members will collect data on exercise participant actions, significant exercise events, and other information required for after-action reports and debriefings.

Section E—Assessing the Exercise Data

22. Assessment Documents:

22.1. After an exercise, the EET will assesses data collected to determine whether exercise objectives were met by focusing on the exercise objectives, documenting the results, and giving feedback to players.

22.2. The EET chief will provide a debriefing, critique, and report for each exercise. Exercise debriefings and reports provide commanders, staff, and functional managers direct feedback on the overall readiness of the wing and individual units or functional areas. Exercise reports will document exercise results, identify problems and improvement opportunities, and distribute results.

22.3. Exercise grading is not required. However, if it is used, the criteria in AFI 90-201 will be followed.

23. Debriefings:

23.1. On termination of the exercise, the EET and trusted agents normally convene in a closed session to review and assess the exercise. The initial debriefing is closed to key exercise participants to allow a free discussion of the exercise between EET members. All findings and observations will be validated with exercise participants as soon as possible after the EET closed session.

23.2. Within 3 workdays after the exercise, the EET chief will critique the exercise with the wing commander before the open session to debrief exercise participants.

23.3. Exercise participants will be debriefed on exercise results in an open session conducted within 5 workdays after the exercise. Participants attending this debriefing should include working level personnel when possible. The objective of this debriefing is to develop a common dialogue between EET members and exercise participants.

24. After-Action Report:

24.1. The EET chief will prepare a formal after-action report for each exercise credited toward the requirements shown in paragraph **26.** Reports may be prepared for other exercises conducted, but are not required. The wing commander will approve the final report. *NOTE:* The reports required by this instruction are operating documents and thus exempt from reports control symbol (RCS) licensing requirements according to paragraph 2.11.10 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

24.2. EET members will contribute to the report, and the EET chief (or designated representative) will consolidate inputs and produce the final report. The report should include information and recommendations on higher headquarters problems the wing cannot resolve. The EET chief will assign an OPR for each finding and validate all findings before publishing the report. In addition, the EET chief is responsible for:

24.2.1. Preparing a cover memorandum that contains a summary of the exercise and its overall ratings.

24.2.2. When appropriate, including a lessons learned section in the after-action report according to AFI 10-204. Lessons learned should detail specific problems and resolutions or innovative approaches while omitting specific names, locations, or other information that identifies persons or units. Each lesson learned should describe a problem encountered and solved, a problem encountered but not solved, and/or successful actions future operations or exercises can use. Use the after-action reporting lessons learned document template found on the AFCKSLL Web site to document the lessons learned.

24.2.3. Distributing after-action reports to participating agencies within 20 workdays after the exercise and sending a copy of each report to HQ AETC/DOX and all other AETC EET chiefs. The EET chief may also distribute significant report items from other wings to local functional managers. (Electronic distribution of reports is preferred.)

24.2.4. Marking after-action reports as **"FOR OFFICIAL USE ONLY."** *NOTE:* These reports will be released to the public only to the extent required by DoD 5400.7-R, *DoD Freedom of Information Act Program* (and Air Force and AETC Sups thereto).

25. Corrective Actions:

25.1. The EET will use exercise results to improve local procedures or recommend revised procedures to higher headquarters. Do not consider discrepancies identified in EET after-action reports corrected until corrective action is completed and approved by the commander or designated representative and validated by another exercise, testing of the applicable procedure, etc.

25.2. The EET chief will:

25.2.1. Review corrective actions and identify recurring or common deficiencies.

25.2.2. Track corrective actions and suspenses for followup actions.

25.2.3. Ensure corrective actions are appropriate and correct for the root cause of the problem.

25.2.4. Identify nonoccurrence and incomplete corrective actions that could not be resolved at a lower level to the group or wing commander, as applicable, for resolution.

25.2.5. Maintain a record of corrective actions for at least 2 years.

25.2.6. Validate corrective actions during subsequent exercises.

25.3. Wing functional experts will correct discrepancies identified in the after-action report and provide a written reply to the EET chief by the suspense date established in the report (normally within 10 workdays of the date of report). If corrective actions cannot be completed as directed, functional managers must submit followup reports at least monthly until the action is completed. They will send info copies of applicable replies to the civil engineer readiness flight.

25.4. AFI 41-106 contains additional requirements for exercise documentation, after-action reporting, and discrepancy identification and tracking. Although the EET does not fulfill these requirements, medical EET members must coordinate with the wing's medical readiness staff function to ensure requirements are completed.

Section F—Exercise Requirements

26. Minimum Exercise Requirements:

26.1. **Table 1.** lists the minimum requirements for each type of exercise. The paragraphs numbers referenced in column C of the table indicate where additional instructions for each type of exercise appear in this instruction.

Table 1. Minimum Exercise Requirements.

ITEM	A Type of Exercise	B Minimum EET Exercise Frequency	C Paragraph Number in AETCI 10-205	D Prescribing Publications
1	Major Accident Response Exercise (MARE)	Quarterly	27	AFI 10-2501
2	Deployment (DEPLOYEX)	Four times during each AEF cycle	28	AFI 10-403/AETC Sup 1
3	Antiterrorism (FPCON)	Semiannually	29	AFI 31-210 and AFI 31-101
4	Severe Weather Response		30	AFI 10-229
5	Hijacking Prevention and Resistance	Annually	31	AFI 13-207/AETC Sup 1
6	Natural Disaster Response Exercise (NDRE)		32	AFI 10-2501
7	Terrorist Use of WMD	Every 2 years	33	AFI 10-2501, Table 10.1
8	Attack Response Exercise (ARE)	See AFI 10-2501	34	
9	Medical Readiness	not applicable	35	AFI 41-106
10	Others (including ATSO)	As prescribed in this instruction	36	not applicable

26.2. Complex exercise scenarios may include several individual exercises (MARE, NDRE, etc.). Each exercise may be credited against multiple **Table 1.** exercise requirements if the criteria for each exercise (as specified in this instruction and other prescribing directives) are assessed *and* each exercise is documented in a separate report.

26.3. Exercise participation during inspector general (IG) inspections or other higher headquarters-directed activities (command post exercises, staff assistance visits, etc.) that encompasses a multifunctional cross-section of wing personnel may be credited toward overall exercise requirements. An after-action report is required for each exercise credited toward **Table 1.** requirements. HQ AETC/ DOX will determine whether the exercise satisfies the requirements of this instruction and other prescribing directives.

26.4. Real-world contingencies may be credited toward overall exercise requirements if the wing commander determines the contingency satisfies the requirements for the type of exercise to be credited. In that case, the EET chief will forward a copy of the commander's determination to HQ AETC/ DOXP for staffing and approval. No exercise report is required, but an after-action report detailing lessons learned during the contingency response is required. Distribute such reports locally and to other AETC EETs.

27. Major Accident Response Exercise (MARE):

27.1. A major accident is an accident involving DoD material or activities of such a magnitude as to warrant response by the base disaster response force. It is differentiated from day-to-day emergencies and incidents routinely handled by base agencies without the disaster response force. A major accident may involve one or more of the following:

27.1.1. Hazardous substances such as radioactive materials, toxic industrial chemicals, explosives, and nuclear, biological, chemical, and conventional weapons. *NOTE:* At each AETC base, at least one (1) MARE each year will include a scenario that involves hazardous substance contamination and patient decontamination (paragraph **27.2.**).

27.1.2. Class A mishap.

27.1.3. Extensive property damage.

27.1.4. Grave risk of injury or death to installation personnel or the public.

27.1.5. Adverse public reaction.

27.2. At least once a year, a MARE will be conducted, involving the following:

27.2.1. Conventional munitions (any nonnuclear, nonbiological, or nonchemical munitions).

27.2.2. Chemical weapons or agents if the installation stores, ships, or employs chemical agents or munitions.

27.2.3. Hazardous material (HAZMAT) emergency response teams. (Comply with AFI 10-2501 requirements.)

27.2.4. Radioactive material, if the installation is an Air Force fixed nuclear facility. (See the term "fixed nuclear facility" in **Attachment 1**.)

27.2.5. Nuclear weapons. (See the term "nuclear weapon accident" in **Attachment 1**.)

27.2.6. Off-base deployment. (Comply with paragraph 16.5.)

27.2.7. Mass casualties. (See the term "mass casualties" in **Attachment 1**.)

27.2.8. Start time before or after normal duty hours.

28. Deployment Exercise (DEPLOYEX):

28.1. Align with the air expeditionary force (AEF) schedule in accordance with HQ AETC/LG policy. Deployment exercises assess an installation's ability to effectively deploy unit type codes (UTC) in support of actual or notional war plans and are required four times per AEF cycle. Base unit scenarios on approximately the maximum personnel and cargo requirements of the most stringent plan's time-phased force deployment data (TPFDD).

28.2. Whenever possible, integrate active duty AETC and air reserve component (ARC) unit UTCs into a single exercise whenever possible. Incorporate both AETC and ARC unit formats and requirements into exercise message traffic. Use notional taskings to test short-notice deployments for hosts or ARC units. Each AFWUS DWX, DWS, or DXS UTC will be exercised at least once an AEF cycle unless that UTC deploys to a real-world scenario.

28.3. Adhere to requirements in AFI 10-403/AETC Sup 1 and the local base deployment plan.

29. Antiterrorism Exercise. Conduct a semiannual antiterrorism exercise. Exercise force protection condition (FPCON) Bravo as well as other FPCONs. The base antiterrorism working group will help develop comprehensive exercise scenarios for each FPCON. Conduct exercises according to AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program,* and its AETC Sup 1; and AFI 31-101, Volume 1, *Air Force Installation Security Program.*

30. Severe Weather Response. At least semiannually, conduct periodic exercises tailored to upcoming seasonal weather concerns, to evaluate the timeliness of notification of personnel and response capability to severe weather events for both on- and off-base agencies, as well as another test for geographically separated units. In this exercise, include a test of the primary and backup dissemination system by sending messages and documenting their receipt by key agencies. Integration of exercises with base or post disaster preparedness response exercises is encouraged.

31. Hijacking Prevention and Resistance Exercise. Exercise the wing antihijacking plan at least annually in accordance with AFI 13-207. Orient exercises toward aircraft most susceptible to hijacking. Installations without flying operations are exempt. Send HQ AETC/DOX an informational copy of the National Security Agency (NSA) exercise notification message (AFI 13-207, Table 1).

32. Natural Disaster Response Exercise (NDRE). Natural disasters include hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal surge, tsunamis, earthquakes, volcanic eruptions, landslides, mudslides, severe snowstorms, drought, and other catastrophe not caused by humans. An annual NDRE is required to assess the installation's ability to respond to the types of natural disasters most likely to strike its geographic area.

33. Terrorist Use of Weapons of Mass Destruction (WMD). Wings will conduct terrorist use of WMD exercises as prescribed in AFI 10-2501, Table 10.1.

34. Attack Response Exercise (ARE). AETC installations will conduct AREs as prescribed in AFI 10-2501, Table 10. The exercise should closely resemble the type of attack most likely to occur at the base (terrorist, chemical, etc.).

35. Medical Readiness Exercises. AFI 41-106 prescribes numerous medical readiness exercise requirements for medical units. While the EET does not specifically assess each medical exercise, the command EET chief should make every effort to coordinate with the medical EET chief to include medical exercise requirements in EET exercises. This increases realism and reduces duplication of effort.

36. Other Exercises:

36.1. **Overview.** Other exercises and scenarios do not specifically require evaluation by the EET, but they may be included in EET-conducted exercises. *EXCEPTION:* ATSO exercises (paragraph **36.4.**) will be evaluated.

36.2. **Recall.** Test the base personnel recall process, as required, to ensure the ability to rapidly communicate with base personnel. Recall frequency is at the discretion of the wing commander.

36.3. **Antirobbery and Structural Fire Exercises.** Antirobbery and structural fire scenarios are exercised regularly by the security forces and fire department, respectively; and these scenarios may be included in EET-assessed exercises.

36.4. **ATSO Exercises:**

36.4.1. Crucial to all wing functions is the unit's and individual's ATSO in the event of an emergency or in a deployed status. At least twice annually, scenarios should be run that test wing unit abilities to perform missions under emergency conditions and the ability of airmen to establish and maintain defensive postures, administer self-aid and buddy care first aid, and operate effectively in emergency conditions. These scenarios may be run as part of a standalone ATSO exercise, or they may be embedded in any of the exercise categories in **Table 1.**

36.4.2. General core skills for ATSO may be found in AFMAN 10-100, *Airman's Manual,* and AFH 32-4014, Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment.* In addition, AFI 10-403 provides quick reaction checklists for some wing functions that may be useful in conducting ATSO exercises.

36.4.3. As with other exercises, report standalone ATSO exercises via after-action reports. If ATSO scenarios are embedded in other types of exercises, report the results as part of the after-action report for the main exercise.

Section G—Exercise Simulations

37. Requirements:

37.1. Exercises should employ the "train the way you fight" concept, emphasizing maximum participation and minimum simulation to demonstrate actual capabilities. Stress maximum realism consistent with safety, mission accomplishment, security, and financial constraints.

37.2. Exercise simulations are determined by local policies, contracts, and governing instructions. Rules should allow periodic testing of all but the most sensitive procedures (for example, actual use of narcotics).

37.3. The wing supplement to this instruction will include a listing of locally approved simulations. The wing commander will approve, in writing, other simulations requested during an exercise.

37.4. Simulation should not prevent exercise of a function or procedure. For example, simulated money might be substituted for actual cash in an armed robbery or 3- by 5-inch cards might be used to represent narcotics or other controlled substances. Where required, simulations should allow a representative evaluation of a task.

Section H—General Guidelines for Types of EET Exercises

38. Overview. The guidelines in paragraphs **39.** through **64.** apply to the planning and execution of all EET-conducted exercises. Also see AFI 90-201/AETC Sup 1 for inspection guidelines unique to an ORI. Include local ground rules unique to the particular base in the wing supplement to this instruction.

39. Environmental Compliance. Comply with applicable federal, state, and local environmental laws and standards.

40. Operations Security (OPSEC) and Communications Security (COMSEC). Follow OPSEC and COMSEC guidance according to AFI 10-1101, *Operations Security (OPSEC).*

41. Radios and Cellular Phones. Comply with AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System,* when using intrabase radios and/or cellular phones.

42. Identification of EET Members. The EET will have armbands, badges, or other distinctive identification means marked with "EET."

43. Penetration of Priority Resources. Exercise scenarios, including attempts to penetrate priority resources, must be closely coordinated with security forces.

44. Weapon-Loaded Aircraft. Do not allow simulated accidents closer than 1,000 feet to the nearest weapon-loaded aircraft.

45. Munitions. Comply with AFMAN 91-201 when using exercise munitions.

46. Props and Implementers:

46.1. Exercise props and implementers should conform as closely as possible to the actual item they represent. Use mockups, condemned supplies, equipment, moulage kits, and actual documents to enhance realism.

46.2. Mark internal EET exercise control documents, **"CONTROL EYES ONLY."**

46.3. Prominently mark exercise documents, forms, publications, messages, etc., intended for player action as **"EXERCISE"** or **"FOR EXERCISE USE ONLY."**

46.4. Status cards may be used to provide the simulated status of equipment or facilities involved in exercises.

46.5. Use moulage to simulate various personnel injuries (cuts, bleeding, compound fractures, severed limbs, etc.).

46.6. Use damage cards to indicate the damage of equipment, weapons, buildings, or facilities. Display these cards prominently or give them to exercise participants.

47. Identification of Exercise Communications. Begin and end all exercise communications, such as radio and telephone, with phrases like "This is an exercise," "Exercise transmission," or "Exercise message."

48. Safety and Security Violations:

48.1. If a potential or actual safety or security violation is observed, EET members and/or exercise participants must take immediate action to prevent personal injury, damage to equipment, or the release of classified information.

48.2. If an actual accident occurs or a person is injured during an exercise, any EET member may delay or terminate the entire exercise and give necessary aid. He or she will preface any radio or telephone transmission with "This is a real-world emergency."

48.3. If an actual emergency develops while an exercise is in progress, the EET chief, onscene commander, or wing commander may delay or terminate the exercise as necessary.

48.4. Watch supervisors and senior controllers may interrupt or discontinue ATC facility participation in any exercise if flight safety is in question or interferes with the recovery of emergency aircraft.

49. Recall of Personnel. Do not recall people from leave or temporary duty. Do not use simulations to overcome personnel shortfalls except for individuals who would normally be recalled (for example, personnel on leave or TDY who could be recalled in time to participate). Prepare appropriate recall messages and mark them **"NOT FOR TRANSMISSION."**

50. Evacuation of Bases. Simulate base evacuation.

51. Evacuation of Buildings. In the wing supplement to this instruction, include a list of facilities exempt from total evacuation during exercises. Restrict these facilities to essential personnel and other persons having legitimate business within the facility. Personnel conducting business when an evacuation is directed may conclude their business, but must remain in the facility until the evacuation portion of the exercise is complete. Check evacuation plans for these facilities and question assigned personnel to make sure they know how to evacuate during an exercise.

52. Aircraft Movement. Moving aircraft during exercises is at the discretion of the wing commander. (For installations with more than one wing, this applies to the owning wing commander.)

53. Individual Protective Equipment:

53.1. During exercises, all individual protective equipment (including protective masks) will be worn as appropriate for the situation unless there is a lack of equipment or wearing protective equipment creates an unsafe condition.

53.2. Personnel driving government vehicles will wear chemical warfare equipment (including masks, when required) consistent with safety standards.

53.3. Masks will not be worn when driving off base or operating a privately owned vehicle.

53.4. Pregnant women are not required to wear chemical warfare equipment during exercises.

53.5. ATC personnel will comply with AFI 13-203, *Air Traffic Control,* guidance regarding wearing of protective equipment during exercises.

54. Shelter Operations. Accomplish shelter operations as completely as possible according to the threat, prudent cost benefit, and logistics limits.

55. Participation by Medical Personnel. During any exercise, the MTF commander may withhold or withdraw medical personnel required to respond to an actual medical emergency. With the wing commander's approval, the MTF commander may also withhold or withdraw medical personnel to avoid adversely affecting scheduled patient care.

56. Exercise Participation by Air Force Civilians. All Air Force civilians must participate in EET exercises. Emergency essential Air Force civilians will participate as specified in AFI 36-507, *Mobilization of the Civilian Workforce.* Civilian overtime is at the discretion of the wing commander.

57. Exercise Participation by Contractors. Contractors with no contingency or readiness requirements are exempt from exercise participation. This does not alleviate contractor personnel from obeying lawful orders of responding forces.

57.1. Do not include exercise functions being performed under contract unless the exercise requirements are established in the contract. When such services could affect the outcome of an exercise, make sure exercise assessments point out the need to continue these services, by contract or otherwise, during crisis situations. Initiate action to revise the contract if required.

57.2. Report performance or contract deficiencies simultaneously to the contract administrator, quality assurance evaluator, and contractor. If exercise scenarios will incur additional contractor costs beyond those required in the contract, inform the contracting officer immediately on discovery to determine a course of action.

58. Exercise Correspondence. Prepare required exercise messages, but do not transmit them. Give required operational reports to the EET in writing.

59. Emergency Vehicles. Emergency vehicles will turn on their warning lights in the vicinity of the exercise to provide a measure of safety to emergency responders. Response vehicles will obey all speed limits and traffics signs. Fire vehicles must follow the guidance in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program,* and its AETC Sup 1. Use vehicle-mounted sirens to announce simulated emergency withdrawal from the accident site. Do not use warning lights or sirens when responding to off-base exercises.

60. HAZMAT. Use procedures in AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials,* when simulating radio calls from aircraft carrying HAZMAT.

61. Nuclear Weapons Accident Scenarios. Use line numbers in TO 11N-20-11(C), *General Firefighting Guidance (U),* when communicating during nuclear weapon accident scenarios.

62. Requests for Support or Coordination. Unless directed otherwise in tasking instructions, send requests for support or coordination, which would normally go to higher headquarters or off-base agencies, to the EET for resolution.

63. Traffic Control. During response to exercise situations, vehicle operators must abide by posted speed limits and traffic control devices.

64. Rental and Purchase of Equipment. If any vehicles, equipment, or supplies are to be rented or purchased, prepare (but do not process) the necessary paperwork. Present completed paperwork to EET.

65. EET Perpetrator Actions:

65.1. During exercises, safety is paramount. EET perpetrators will obey all orders of responding security forces.

65.2. EET perpetrators may attempt to passively evade or hide from exercise participants, but they must comply with orders upon detection. Perpetrators may not attempt to flee, struggle against, or otherwise try to escape the response force.

65.3. Perpetrators may remove outward items that identify them as EET members. However, they will carry identification to prove they are EET members (if requested).

65.4. Use of actual weapons or blank ammunition is prohibited.

65.5. Perpetrators will not openly display a weapon (or simulated weapon) or use it in a threatening manner. *NOTE:* A simulated weapon is anything that looks like a real weapon (toy guns and knives, air guns, etc). Simulated weapons will only be used to assess the thoroughness of a body search.

65.6. Perpetrators are prohibited from taking any threatening action toward responding forces.

Section I—Deployment Guidelines

66. Requirements. In addition to the guidelines in **Section H**, the following guidelines apply during deployment exercises:

66.1. Randomly select a sample of at least 10 percent of each chalk after the initial self-identified individuals have processed through the processing line and had their problems corrected. This sample, which may include self-identified personnel, will be processed through the entire personnel deployment function (PDF) line. The exercise report will summarize any discrepancies found. (Adverse trends may indicate a need for an increased sample size.)

66.2. Do not list the names of personnel with discrepancies in formal EET reports. Instead, summarize a listing of discrepancies and assigned units.

66.3. After each deployment chalk has completed processing and is cleared for departure, inspect personal and mobility bags from at least 10 percent of each chalk. Include personnel from each unit in the chalk. Summarize and report the results in the EET report. (The EET chief will coordinate with the installation deployment officer (IDO) on the timing of the 10-percent check to prevent adverse interruption of the schedule of events.)

66.4. Simulations will not be used to overcome shortfalls in material or personnel. Shortfalls will be identified through levy reclama and equipment assistance requests.

66.5. Simulated materiel will be accounted for on manifests and load lists. Use containers of a similar size and process them like the actual material (for example, marked, documented, palletized, netted, and tied down). For simulated movements, complete TDY special orders, but do not authenticate them. Mobility records for simulated personnel will be available at the PDF and may be included in the 10 percent of each chalk that processes the line to (paragraph **66.1.**).

67. Additional Deployment Guidelines for Medical Personnel. In addition to the guidelines in **Section H** and paragraph **66.**, the following additional guidelines apply to medical personnel involved in deployment exercises:

67.1. So medical units can enjoy maximum participation in base deployment exercises while minimizing the impact on patient satisfaction and access standards, the base EET team chief will ensure the EET representative to the MTF is informed of the dates and personnel UTCs for all deployment exercises at least 45 days in advance—the actual date personnel processing will take place. The medical EET will inform the readiness office trusted agent and/or MTF commander (or designated representative) regarding the information, and the commander will ensure participating provider schedules are blocked or rescheduled appropriately.

67.2. If an exercise is conducted without 45 days advance notice to the MTF, that unit will exercise all support functions, including UDM functions, medical and dental records review of all UTCs, deployment processing unit support (immunizations, medical intelligence, predeployment screening, etc.), and deployment of BW/CW antidotes, as required. Real-world or exercise medical coverage of all deployment operations is mandatory. The MTF will be available to advise the IDO and UDMs on all medically related matters.

67.3. Personnel on UTCs not involved in direct patient care may participate, if feasible. Providers who have patients scheduled will not be required to participate. The MTF commander (or designated representative) will make the final determination on which additional UTC-tasked personnel are required to support patient care and which may process through a mobility exercise (paragraph **55.**). All tasked personnel who are available for duty, but do not participate due to patient care commitments, will be annotated on a duty simulation memorandum.

67.4. PDFs for tasked UTCs may be reviewed by EET personnel during any deployment exercise, regardless of participation by the tasked individual. Medical clearance determination (record review) must be made on personnel on tasked UTCs. Unless otherwise directed by the IDO, appropriate medical records will be forwarded as directed by the exercise regardless of whether the individual participates in the exercise.

67.5. If an exercise is conducted with 45 days notice, the MTF commander (or designated representative) will ensure at least 90 percent of all personnel assigned to tasked UTCs (minus those deployed) that have not been exercised in a base exercise during the current deployment cycle are available for the exercise. The remaining 10 percent include personnel on leave, TDY, or with approved duty simulation memorandums. Only an MTF commander (or designated representative) may approve a duty simulation memorandum, and he or she must also be consulted regarding TDY and leave requests. The duty simulation memorandum will be submitted to the base IDO as dictated by the exercise.

67.6. Regardless of the individual's participation (unless deployed), the personnel readiness folder (PRF) will be reviewed. Every UTC must be exercised as required by AFIs 41-106 and 10-403 and their AETC supplements.

67.7. All medical UTCs not tasked to participate in a base exercise will participate in a medical unit-sponsored exercise prior to their oncall period. It is highly recommended that personnel who were excused from a previous exercise be included in an exercise that takes place prior to their oncall period.

67.8. Minimum requirements for a medical unit-sponsored exercise include a check of the PRF; Geneva Convention card; current leave and earnings statement; ID card; personal bag; on-the job training (OJT) record (as applicable); dog tags; DD Form 93, **Record of Emergency Data;** Servicemen's Group Life Insurance (SGLI); AF Form 4005, **Individual Deployment Requirements;** and other hand-carried items identified in the installation deployment plan. Dental, medical, mental health, lab, pharmacy, and immunizations personnel must confirm medical clearance. The exercise will also include an ATSO drill and a weapons drill similar to those conducted by HQ AETC/IG. If possible, also obtain an eligibility check from the personnel readiness unit. This exercise may be conducted during or after duty hours.

68. Forms Adopted. AF Form 4005 and DD Form 93.

THOMAS J. QUELLY, Colonel, USAF
Deputy Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 5400.7-R, *DoD Freedom of Information Act Program* (and AF and AETC Sup)

AFPD 10-2, *Readiness*

AFMAN 10-100, *Airman's Manual*

AFI 10-204, *Readiness Exercises and After-Action Reporting Program*

AFI 10-229, *Responding to Severe Weather Events*

AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-403, *Deployment Planning and Execution* (and AETC Sup 1)

AFI 10-1101, *Operations Security (OPSEC)* (and AETC Sup 1)

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 13-203, *Air Traffic Control*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)* (and AETC Sup 1)

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFCAT 21-209, Volume 1, *Ground Munitions*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program* (and AETC Sup 1)

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program* (and AETC Sup 1)

AFMAN 32-4004, *Emergency Response Operations*

AFH 32-4014, Volume 4, *USAF Ability To Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*

AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System* (and AETC Sup 1)

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (and AETC Sup 1)

AFI 36-507, *Mobilization of the Civilian Workforce*

AFI 37-138, *Records Disposition--Procedures and Responsibilities (and AETC Sup 1)*

AFMAN 37-139, *Records Disposition Schedule*

AFI 41-106, *Medical Readiness Planning and Training* (and AETC Sup 1)

AFI 90-201, *Inspector General Activities* (and AETC Sup 1)

AFMAN 91-201, *Explosives Safety Standards*

AETCI 10-202, *Contingency Operations and Preparation*

AETCI 10-401, *AETC War Plaining Pre-Positioning Continuity of Operations Documents*

AETCI 36-2803, *Operations Recognition Program*

AETC War and Mobilization Plan (WMP), Volume III *(Mobility Deployment)*

AETC War and Mobilization Plan (WMP), Volume IV *(General War)*

TO 11N-20-11(C), *General Firefighting Guidance (U)*

Abbreviations and Acronyms

AEF—air expeditionary force

AFCKSLL—Air Force Center for Knowledge Shared and Lessons Learned

ARC—air reserve component

ARE—attack response exercise

ATSO—ability to survive and operate

EET—exercise evaluation team

FPCON—force protection condition

FSTR—full spectrum threat response

HAZMAT—hazardous material

IDO—installation deployment officer

MARE—major accident response exercise

MTF—medical treatment facility

NDRE—natural disaster response exercise

ORI—operational readiness inspection

PDF—personnel deployment function

PRF—personnel readiness folder

WMD—weapons of mass destruction

Terms

Associate unit—An Air Force, Air Force Reserve Command, or Air National Guard organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRES, or ANG component.

C4 systems facilities—Facilities that house command, control, communications, and computer (C4) systems critical to the installation's mission or operation. Examples include automated data processing systems, communications systems, base-wide local area network systems, and navigational aids (NAVAID), as well as utilities critical to operating these facilities.

Chalk—A number corresponding to a complete load and to the transporting carrier.

Communications security (COMSEC)—(DoD) The protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications or to mislead unauthorized persons in their interpretation of the results of such possession and study. Communications security includes crypto security, transmission security, emission security, and physical security of communications security materials and information as follows:

—Crypto security—the component of communications security that results from the provision of technically sound cryptosystems and their proper use.

—Transmission security—the component of communications security that results from all measures designed to protect transmissions from interception and exploitation by means other than cryptanalysis.

—Emission security—the component of communications security that results from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from crypto-equipment and telecommunications systems.

—Physical security—the component of communications security that results from all physical measures necessary to safeguard classified equipment, material, and documents from access thereto or observation thereof by unauthorized persons.

Contingency—An event or series of events resulting from international or political instabilities or other unforeseen disasters of natural or human origin.

Deployment—The relocation of forces to designated areas of operations.
Fixed nuclear facility—Stationary nuclear installations that use or produce radioactive materials in their normal operations. Within the Air Force, these facilities include installations with nuclear weapons or radioactive materials in sufficient quantities that the general public might be affected if an accident involving the radioactive materials occurred. It also includes facilities using NRC-regulated radioactive materials above thresholds in 10 CFR 30.72 for specific emergency plans. Normally, facilities using radioactive materials in their operations (such as medical, calibration, and radiography) and radioactive materials in shipments are not included in this definition.

Host unit—The organization designated by the host MAJCOM or Headquarters, Air Force, to furnish support to an associate unit.

Lesson learned—A problem encountered and corrected, a problem for which no solution was found, or a successful action noted for future operations.

Mass casualties—When a situation exceeds the patient care capabilities of the medical force in place or when base medical services are faced with the necessity of caring for an influx of casualties. For exercises, use 10 or more casualties as a guide.

Master scenario events list (MSEL)—A list of sequentially numbered events that direct exercises toward the desired objectives.

Nuclear weapon accident—An unexpected event involving nuclear weapons or radiological nuclear weapon components, resulting in any of the following:

—Accidental or unauthorized launching, firing, or use by US forces or US supported allied forces of a nuclear capable weapon system that could create the risk of an outbreak of war.

—Nuclear detonation.

—Nonnuclear detonation or burning of a nuclear weapon or radiological nuclear weapon component.

—Radioactive contamination.

—Seizure, theft, loss, or destruction of a nuclear weapon or radiological nuclear weapon component, including jettisoning.

—Public hazard, actual or implied.

Onscene commander—The person designated to coordinate the rescue efforts at the rescue site. The senior onsite member, normally the installation support group commander or designated representative. All disaster response force members at an accident scene are under the command and control of the onscene commander.

Operating document—A completed form or other document used to facilitate, accomplish, or provide a description or record of a transaction, function, or event. The information in an operating document may provide data or input for a report, but that is not its primary purpose.

Operation plan—A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue operation plans as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

Operations security (OPSEC)—(DoD) A process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and other activities to: a. identify those actions that can be observed by adversary intelligence systems; b. determine indicators that hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries; and c. select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation. Also called OPSEC. See also command and control warfare; operations security indicators; operations security measures; operations security planning guidance; operations security vulnerability.

Time-phased force deployment data (TPFDD)—The computer-supported data base portion of an operation plan that contains time-phased force data, nonunit-related cargo and personnel data, and movement data for the operation plan.

Trusted agent—A subject matter expert who provides input to exercise scenarios, creates implementers, and assists exercise planners in exercise development. Trusted agents may also be used as controllers.

Unit type code (UTC)—A standard five-digit code that uniquely identifies similar types of military organizations.